

**JOB DESCRIPTION**  
**ST. CLAIR STREET SENIOR CENTER**  
**DIRECTOR**

**1. JOB TITLE: DIRECTOR - SENIOR CENTER**

- 2. DEFINITION:** The Senior Center Director is responsible for the development of the Center's overall work plan and supervision of day to day operation. The employee's job functions include the performance of highly responsible tasks associated with securing funding, financial management and budgeting in a fiscally responsible manner, personnel management and development of staff to provide a variety of appropriate programs and services in accordance with mandated policies and procedures, reviewing and reporting on the program, operation, facility and equipment, maintaining the facility as a clean, safe environment, and involving older individuals in the operation and program. This is an upper level management position requiring an individual who is capable of exercising independent judgment and who possesses superior organizational skills. This employee is under the administrative direction of the City Manager. This employee is classified as Exempt for the purpose of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens and, as Safety Sensitive; the employee will be subject to pre-employment, random, post accident, reasonable suspicion, promotion and transfer, return to duty and follow up drug and alcohol testing.

**3. EQUIPMENT/ JOB LOCATION:**

- a. The employee will safely operate a motor vehicle, a personal computer, typewriter, 10-key calculator, facsimile machine, photocopier, postage machine, multi-line telephone system, and other modern office equipment.
- b. The employee's primary job location is in the Senior Center where the work is typically performed indoors. Occasionally travels to City Hall and outside agencies as required. All City buildings and vehicles are smoke-free.

**4. ESSENTIAL FUNCTIONS OF THE JOB:**

- a. Plans, administers, organizes and supervises the day to day operation of the Senior Center and coordinates staff to implement services and activities promoting a positive atmosphere that encourages a sense of belonging. Consistently manages the many facets of the program to achieve the stated mission in accordance with local, state and federal guidelines.
- b. Coordinates scheduling of staff to ensure efficient operation. Approves employee's requests for sick, annual and compensatory leave.
- c. Develops and revises job descriptions as necessary, orients new employees to duties, City and Center policies and procedures and evaluates employee's job performances annually.
- d. Promotes opportunities for staff training to enhance existing skills and develop additional

knowledge and skills. Conducts on going training in health issues and work place issues including harassment, blood borne pathogens, and others.

- e. Monitors the facility and grounds to ensure they are a safe, appropriate environment for older individuals; meets with various health and safety inspectors as needed and sees that necessary steps are taken to remedy any shortcomings.
- f. Works with the Senior Center Commission to develop the annual operating budget, presents and administers the Center budget; ensures spending and purchases are within approved budgetary limitations and legal guidelines, oversees purchases of supplies and equipment, and assures the required inventory of assets is maintained and updated in a timely manner.
- g. Assesses and evaluates Center programs and services annually so unmet needs can be identified. Works with the Senior Center Commission to plan, develop and implement short and long range goals to meet and anticipate program and facility needs.
- h. As staff support for the Senior Center Commission, prepares agendas, collects relevant information on agenda items and presents it at monthly and special meetings and for committees appointed to fulfill various tasks for the full Commission.
- i. Negotiates agreements with other agencies for mutual referrals, collocation and coordination of services to more effectively serve participants needs. Works with staff from the City Legal Department to ensure contracts and agreements are legally acceptable.
- j. Motivates and influences the elderly themselves to assist with activities so as to bring about a sense of accomplishment - to feel they are an integral part of both the Center and the community.
- k. Recruits qualified volunteers to assist with services and programs. Establishes and implements policies and guidelines to define qualifications for volunteers, procedures to be followed, grounds for termination, documentation of hours, reports of hours, and recognition.
- l. Promotes the Senior Center at information, health and other types of public fairs to increase the visibility of the program. Presents outreach programs on Center services and activities offered to interested community groups. Represents the Center in meetings with staff from other community agencies to foster interagency communications and coordinate efforts to implement special projects and community programs.
- m. Attends Area Agency staff meetings, Center Directors meetings and training conferences to expand knowledge and to comply with requirements of the contract with the Area Agency on Aging.
- n. Oversees the establishment and maintenance of personnel files, reviews, verifies accuracy, and signs weekly employee time sheets, prepares memos to city personnel staff as necessary.
- o. Develops and submits necessary program activity and financial reports to various funding entities, federal and state agencies, in a timely manner.
- p. Compiles information for monitoring and evaluation visits from regulatory agencies, meets with the representatives and sees that steps are taken to remedy any shortcomings.
- q. Reviews and clearly and concisely reports on the Senior Center program, operation, facility and equipment to funding sources, the Senior Center Commission, City Council, Area Agency on Aging, Rutherford County and other entities as necessary or as requested.

Compiles and writes an annual report.

- r. Communicates information effectively and courteously by telephone, in writing or in person in response to questions or concerns from participants, their caregivers, other agencies, city administration and the public. Answers correspondence, completes information on Center activities and services in response to surveys, composes publicity releases and provides related information and interviews to the news media.
- s. Develops liaisons with other service providers and institutions to enhance programming opportunities offered by the Center. Promotes and stimulates a good working relationship with staff, the public, businesses and other community agencies with whom the Center deals.
- t. Safely operates an automobile for the purpose of conducting Center business and attending meetings both locally and out of town.

## **5. ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- a. Coordinates the annual United Way of Rutherford County campaign for Center Staff. Works with United Way staff on special activities as scheduled and conducts tours of the facility for allocation committee members from the business community during the annual campaign.
- b. Conducts tours of the facility expansion and gives information on the process of the planning, development and construction for individuals from other Senior Centers throughout the area and state.
- c. Performs other duties and special projects as assigned.

## **6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Must be at least 21 years of age.
- b. Four year college degree required with major emphasis on Gerontology, Social Services or Business Administration preferred.
- c. Three years of management experience working with an aging program as well as experience working cooperatively with other community agencies to enhance coordination of service delivery.
- d. Must have legal authorization to work in the United States of America.
- e. Must not have been convicted of, pleaded guilty to or entered a plea of nolo contendere to any felony charges involving drugs, alcohol, violence, theft, or arson.
- f. Must not have been convicted of, pleaded guilty to or entered a plea of nolo contendere to any misdemeanor charges involving DUI/DWI, alcohol or drugs within the past five (5) years.
- g. Must submit to and pass a pre-employment drug and alcohol screening.
- h. Must have knowledge of principles and practices of management and the ability to apply these practices. Must have the ability to coordinate, delegate and negotiate.
- i. Must possess a working knowledge of accounting and budgeting and the ability to make sound financial and budgetary decisions.
- j. Must possess and maintain a good reputation for honesty, integrity, and compassion. Be

- a person of good moral character and possess high ethical standards.
- k. Excellent human relation skills with the ability to communicate effectively, orally and in writing, with representatives from other agencies and programs, members of the business community, the media, the public, elected officials, department heads, Center staff and other employees of the city, older individuals and their families/caregivers.
  - l. Ability to establish and maintain harmonious working relationships between governmental and civic agencies.
  - m. Must possess skills necessary to compile information necessary for writing clear and concise reports and plans and to communicate them to the proper entities.
  - n. Must possess a basic knowledge of personal computers and standard word processing programs.
  - o. Must have the temperament and good judgment to effectively deal with the public and/or senior participants, some of whom may be irate or unreasonable.
  - p. Ability to promote Senior Center programs, involve participants, and effectively speak to groups.
  - q. Ability to creatively problem solve and mediate to come up with a reasonable resolution in instances of disagreements or misunderstandings.
  - r. Ability to perform job responsibilities independently and on own initiative in a timely manner in order to meet scheduled deadlines.
  - s. Ability to report to work on time and to perform the duties of the job for an entire work day.
  - t. Ability to perform overtime as needed and to attend public functions and meetings outside of regular working hours representing the Senior Center.
  - u. Ability to concentrate and accomplish tasks despite interruptions.
  - v. Ability to perform a variety of tasks simultaneously or in rapid succession.
  - w. Must possess a driver's license valid in the State of Tennessee.
  - x. Must maintain automobile liability insurance on vehicle used to perform job duties for City of at least \$100,000 single limit, or such other amount as citywide policies may require in the future.
  - y. Must possess and maintain reliable transportation.
  - z. Excellent research analysis and writing skills.
  - aa. Ability to learn new job related concepts and procedures.
  - bb. Skill in public speaking
  - cc. Knowledge of or ability to learn City personnel policies and procedures.
  - dd. Good reputation for and the ability to maintain confidentiality.

Exempt  
Safety Sensitive  
October 4, 2007